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JUN 11 2012

LUNENBURG TOWN
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Town of Lunenburg
DPW Building Committee
Lunenburg, Ma. 01462

Minutes of 10-6-10
Location: Ritter Memorial Building
920 Mass Ave. Lunenburg, Ma. 01462
Meeting time: 4:30pm

Committee members present:

David MacDonald	Chairman - Citizen at Large
Joanna L. Bilotta	Vice Chairman - Planning Board member
Jay Simeone	Secretary - Citizen at Large
Jan Carrier	Citizen at Large, Cemetery Comm.
Steve DeBettencourt	Board of Selectman member
Leigh Mezzetti	Alternate Secretary - DPW Administrative Assistant
Jim Breault	DPW Facilities Manager

Absent:

Jack Rodriquenz – DPW Director

Also in attendance:

Laura Williams - Chief Administrative Assistant

Meeting called to order at 4:30 pm

General discussion:

The letter from Weston & Samson was discussed. The Chair feels the offer of free services is a conflict of interest because Weston & Sampson is contracted by other departments in town. The chair is recommending to declining the offer. Jack Rodiquenz and Laura Williams do not feel it is a conflict. They would like to be able to consult with Weston & Sampson, same as they would for any other peer review process. Other members felt along as it doesn't require a written opinion that would normally be billed for it would be ok. It was decided that the offer would be left open ended.

Laura Williams recommended the proposals be ranked from one to five using the "Evaluation Criteria". Experience, recent related jobs, similar tasks related to DPW facilities. Experience with Municipal accounts.

All members where than asked to list the proposals in an order they would recommend. All the proposal were then discussed and ranked in order, one threw five, by a general consensus of the committee. A list of ten questions was compiled to ask the proposed bidders.

Questions for prospective bidders:

1. What specific projects, of similar scope & size to the Lunenburg DPW, have you recently completed?
2. We need Architectural cost estimates before we go out to bid, what is your track record for keeping a project on budget.
3. What situations have you encountered in past projects? And how were they rectified?
4. What is your policy and procedure for handling change orders? What constitutes a change order?
5. How flex able are you in regard to consulting time?
6. Are you familiar with AIA documentation?
7. Do you have in house Engineering staff capable of handling this project? Or will you be subbing it out?
8. What do you see as the biggest challenge and attractions of this project?
9. Who would be the contact person for this project?
10. Why do want this project?

The next committee meeting will be on Wednesday, 10-7-10, at the Ritter Memorial Building @ 4:30 pm.

The Interview for the prospective bidders will be on Thursday, 10-7-10, and Friday 10-8-10. Both interviews will be held at the Ritter Memorial Building.

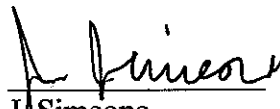
Motion to adjourn at 6:15 pm.

Respectfully Submitted by:

Jay Simeone

Secretary


D. MacDonald


J. Simeone

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